CITY OF MOUNTAIN VIEW

Why Consider Working for the City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as an Information Technology Analyst I/II (Windows Systems Administrator). The role of this position is to ensure the stability, integrity, and efficient operations of the in-house systems that support the City's core organizational functions. The detailed job description for Information Technology Analyst I/II is available on the City's website here.

What You Bring

Information Technology Analyst I

- A bachelor's degree in computer science or a related field and one year of experience in management information systems within a professional business or municipal environment, or
- An associate's degree in computer science or equivalent, and five years of experience in management information systems. Additional credit may be given for advanced/specialized technical training and experience.
- Valid California Class C driver's license.

Information Technology Analyst II

- A bachelor's degree in computer science or a related field and two years of progressively responsible experience comparable to that of an IT Analyst I in the City of Mountain View.
- Valid California Class C driver's license.
- Some positions (both I and II level) may require VMWare, NetApp, Commvault, Microsoft Certification and/or equivalent training and experience.

Bonus Points (Highly Desirable)

- Certifications from the following companies: Microsoft, VMWare, Unidesk, Cisco, ITIL, Net App or similar enterprise/process/software/hardware vendor.
- Experience working with VMware in a highly virtualized environment.

Who You Are

- A passionate IT professional with interest in IT/Windows Systems Administration.
- A self-motivated individual who is team-oriented, reliable and able to thrive in a fast-paced work environment.
- A quick learner who welcomes challenges, embraces change, is resourceful, and works well both independently and with others.
- A customer service oriented person who anticipates the customers' needs and delivers services effectively.
- Adept at juggling multiple priorities to meet targeted deadlines.
- A strong problem solver with excellent written and verbal communication skills.
- Respectful and professional when working with confidential information.
- An organized, diligent worker who pays close attention to detail and accuracy.

What You'll Do

- Configure, manage and maintain Windows Server 2012/2008.
- Manage and maintain user and group accounts within Active Directory and Exchange 2010.
- Manage and maintain File and User permissions with Windows Active Directory and Group Policy.
- Perform data backups and data recovery operations.
- Configure and maintain Windows 7/10 in an enterprise environment.
- Work in a team of IT professionals to support hundreds of users in a highly virtualized environment.
- Maintain inventory and asset tracking.
- Answer staff queries and respond to internal and external customers' queries and requests.

What We Offer
- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize $2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to $20,000 for the completion of a work related Bachelor's or Master's degree.
- Employee appreciation days and activities.
- Professional Development Funds - $300.00 annually.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

Are You Ready? Apply.
Submit application, supplemental questionnaire and resume online at www.calopps.org or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a first application review date of Friday, June 10, 2016. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early!

Interview Process
Candidates with the most relevant qualifications will be invited to an oral board interview (weighted 100%). Department interviews will be conducted for a select number of finalists. Depending on the number of applications, this process may be altered.

The Fine Print
Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

CITY OF MOUNTAIN VIEW
Information Technology Analyst I/II
(Windows System Administrator)
Supplemental Questionnaire

<u>Please respond to the following questions:</u>

1. Please detail your specific experience in the following (5) categories. Give a short description of the last project that you performed in each category and list your specific job duties, how many users were supported, and how many team members you worked with. If you have no experience in a particular category, please list N/A.

   a. Windows Server 2003/2008/2012 management
   b. Windows Active Directory administration
   c. Microsoft Exchange Administration
   d. VMWare (VDI or Server)
   e. Managing Enterprise Backup

2. Please briefly describe your average daily work activities for your current position, or a prior position that is the closest match to this position, IT Analyst I/II (Windows Systems Administrator).